

First Line Manager

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Company: Culina Group

Location: Sherburn in Elmet

Category: other-general

Job Description

Act as a key point of contact in communication with the administration, stock and management teams to resolve problems or issues that have been identified within the warehouse.

Prepare and complete shift handover documents fully and distribute data captured on tracking documents for the next shift to ensure seamless shift transition and operational continuation.

Ensure 1 Safety conversation is conducted per day and uploaded in line with HSQE and distribution centre requirements

Performance management of operatives using autostore, warehouse management system tools and creating corrective plans to improve individuals.

Create training plans with the support team to ensure you have the relevant skills mix on your shift that aligns with the capability planning tool.

Ensure all compliance requirements are met with regards to key control, key logs, radio logs, scanner logs, MHE-pre-op check sheet.

Ensure that the maintenance programme schedule meets requirements and audit guidelines.

Ensuring all shortage forms are signed and that the team perform within outlined customer requirements.

Manage and oversee all Warehouse admin/ Allocators/Operatives on your shift to ensure that they all follow correct processes and procedures.

Monitor all VOR MHE and escalate accordingly any MHE over 48 hours of being non operational.

You will be responsible for the completion of all safe and legal and make sure that they are signed off with monthly WM check.

You will drive towards delivering a multi skilled team that can cross over to any department on site .

You will manage your team and ensure compliance to people process and policy.

Responsible for the talent management and development of your team .

Identify progression opportunity and align especially with PDP's

Assist with any business critical task/projects.

Qualifications

Experience of leading a team and ideally warehouse experience.

Additional Information

As part of our drive to make Great Bear a great place to work, we are proud to be an inclusive and diverse organisation where we are committed to employee development and recognising success for hard working performers.

Our dedicated learning and development programmes are open to every employee to give you the opportunity to shape your own future within logistics and continue to work in an environment where team culture thrives.

Our people are the driving force behind our success, which is why we offer a wide range of benefits which include:

Annual Leave – Competitive holiday entitlement.

Pension scheme – We want colleagues to enjoy a comfortable retirement so we offer a great contribution of 4% employee and 4% employer.

Life Assurance - x2 your annual salary.

Wellness – Via our Employee Assistance Programme we offer immediate access to a

confidential telephone counselling and legal information service that operates 24 hours a days, 365 days a year.

Eye Care Vouchers – We can provide you with substantial savings with free eye tests and discounts on prescription glasses.

Reward & Recognition – We recognise that employees have gone the extra mile via Employee of the Month and Year, special recognition and long service awards.

Everyday discounts - via our benefit platform you will have access to over 50 retailer discounts for everyday savings!

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